# Form Certification and Running the Award Calculation Program

## Scope

When the SFA LEAP/SLEAP Financial Partners Channel receives all the signed certification pages from the States/Territories and calculates awards amounts.  An E-mail is generated that alerts the States/Territories of their report's status.  After the Financial Partners Channel accepts all applications, the FP uses the Award Calculation Program to calculate award amounts.  LEAP awards are calculated based on eligibility and the appropriate LEAP formula.  SLEAP awards are calculated based on eligibility and the defined SLEAP formula.  Calculations are run only after all applications have been reviewed and approved.

## System References

N/A

## Policy

N/A

## Responsibility

SFA LEAP Manager

## Distribution

## Ownership

N/A

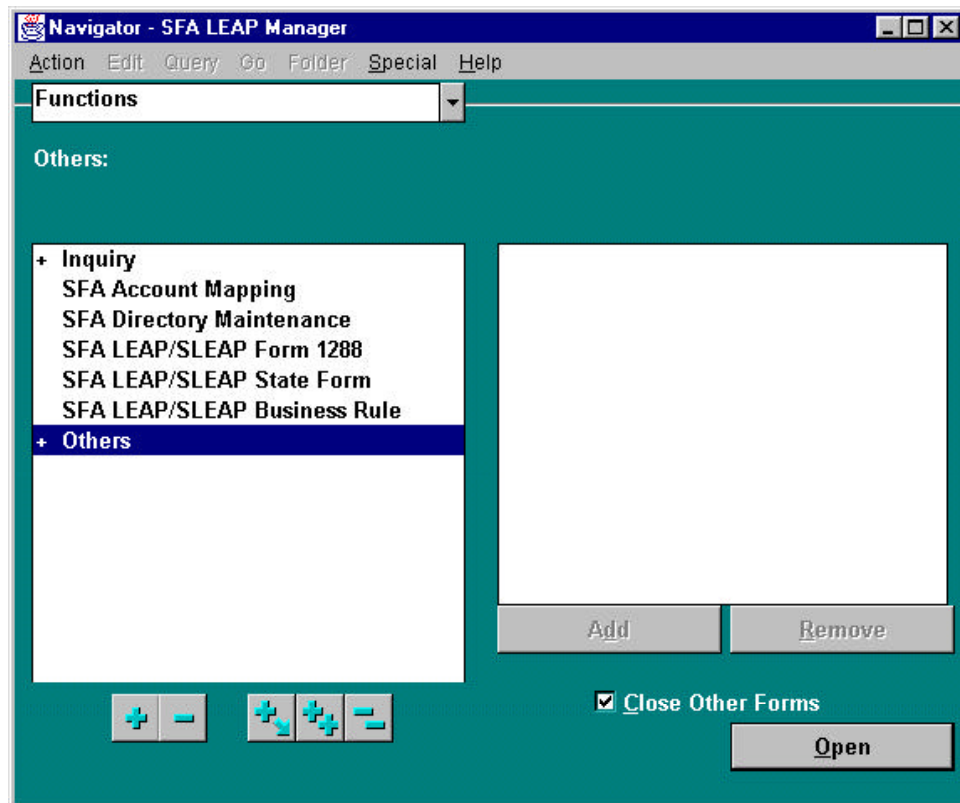**Activity Preface**

N/A

## Form Certification and Running the Award Calculation Program-SFA LEAP Manager
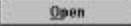
The following steps show how to calculate awards:

1.  Sign on to the FMS using the SFA LEAP MANAGER responsibility. The following Navigator Window appears:



2.  **Double Click +Others** in the Navigator Window or **Single Click** **+Others** and **Click** the [ Open ] Button at the lower right corner of the Window. The **+Others** menu expands to show Request, Profile, Concurrent, and Change Organization.
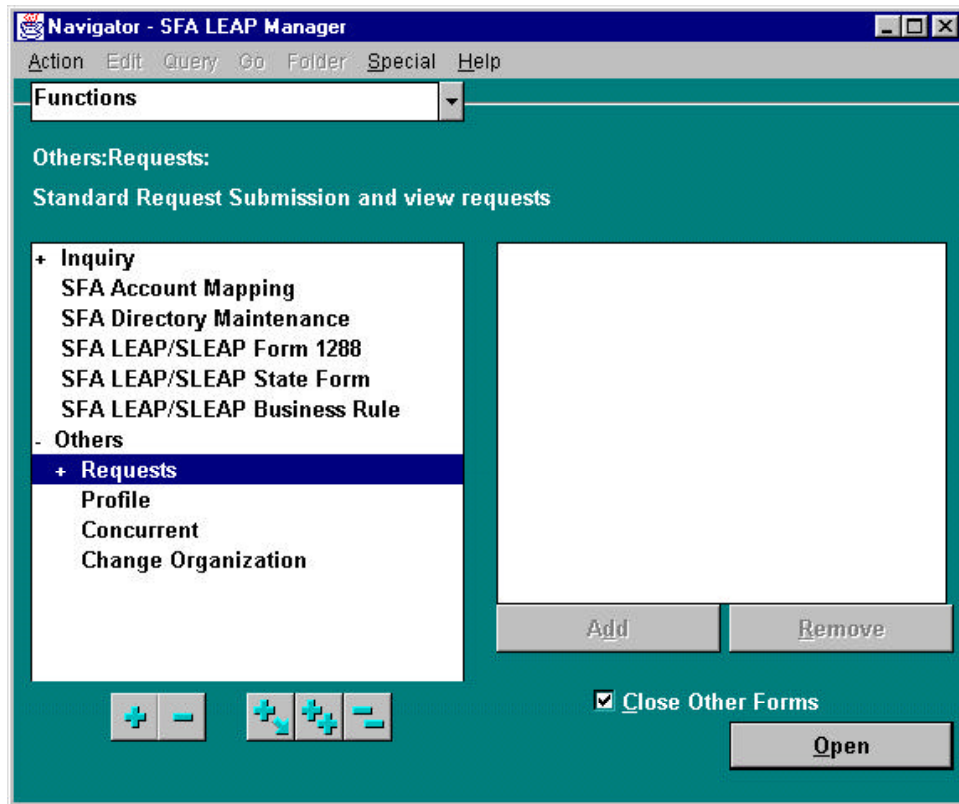
3.  **Double Click +Requests** in the Navigator Window or **Single Click +Requests** and **Click** the [ Open ] Button at the lower right corner of the Window. The Requests menu expands to show Run, View, and Set.
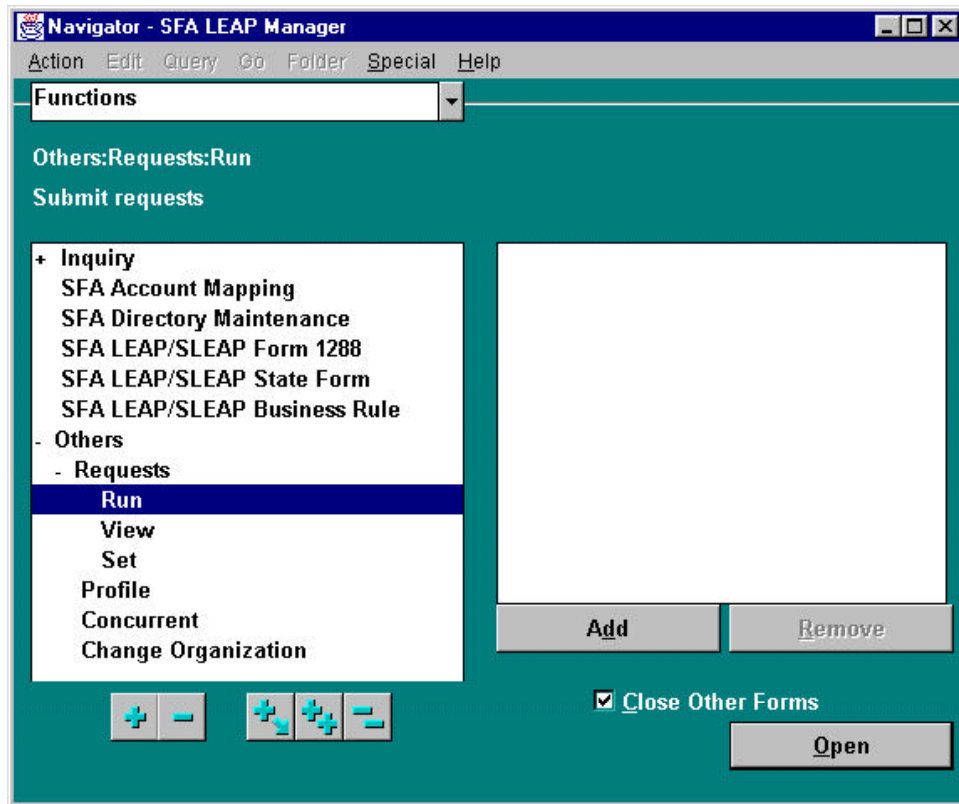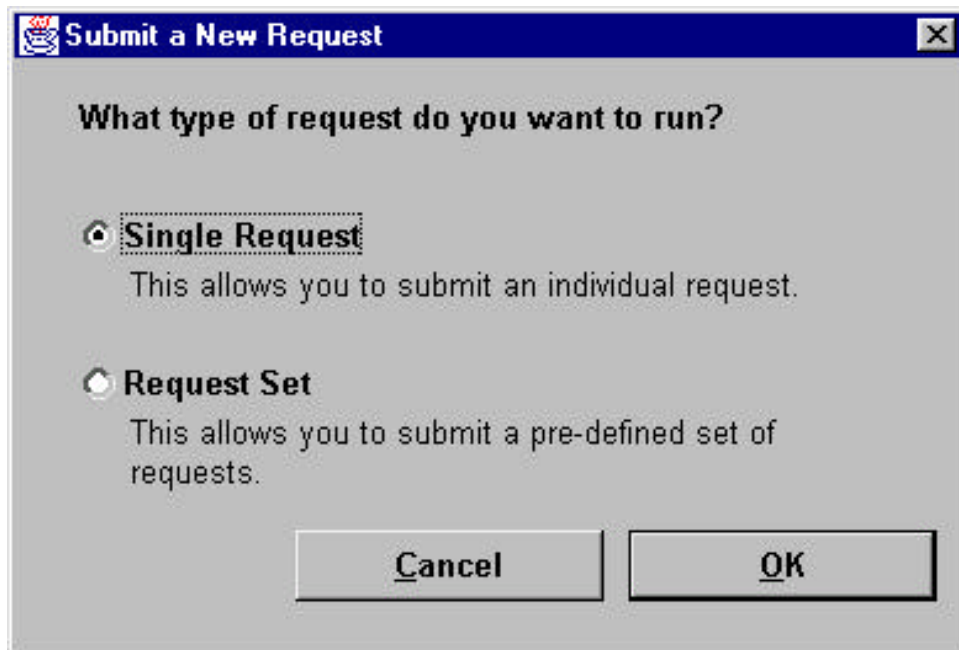
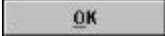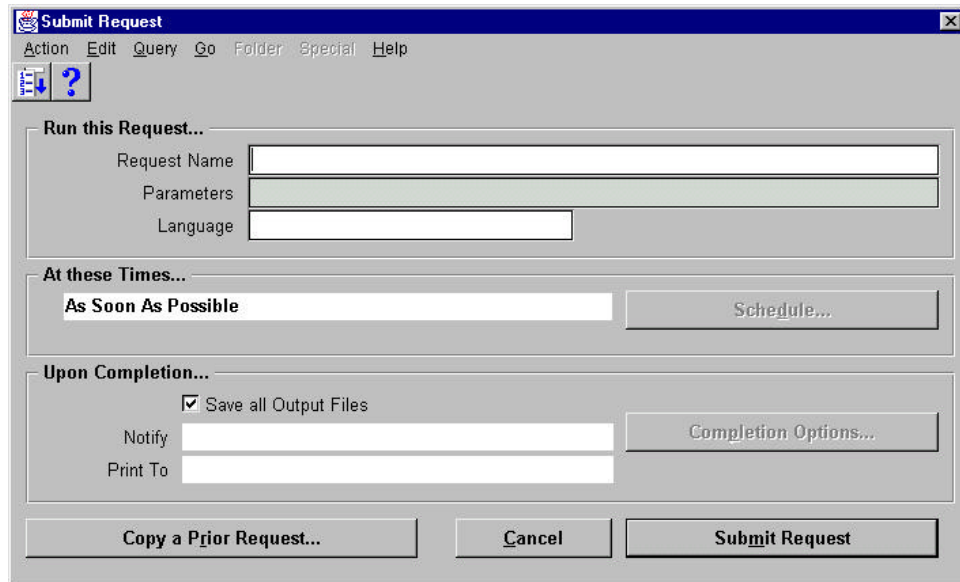4. **Double Click Run** in the Navigator Window or **Single Click Run** and **Click** the [ Open ] Button at the lower right corner of the Window. The Submit a New Request Window appears.

**FYI:** Single Request is the default selection in the Submit a New Request Window. This should be the way all requests are made.

5.  **Click** the [ OK ] Button in the lower right corner of the Submit a New Request Window, the following Submit Request Window appears:



6.  Click the List of Values (LOV) [icon] Button in the upper left portion of the Submit Request Window. The Reports Window appears displaying the possible report selections.

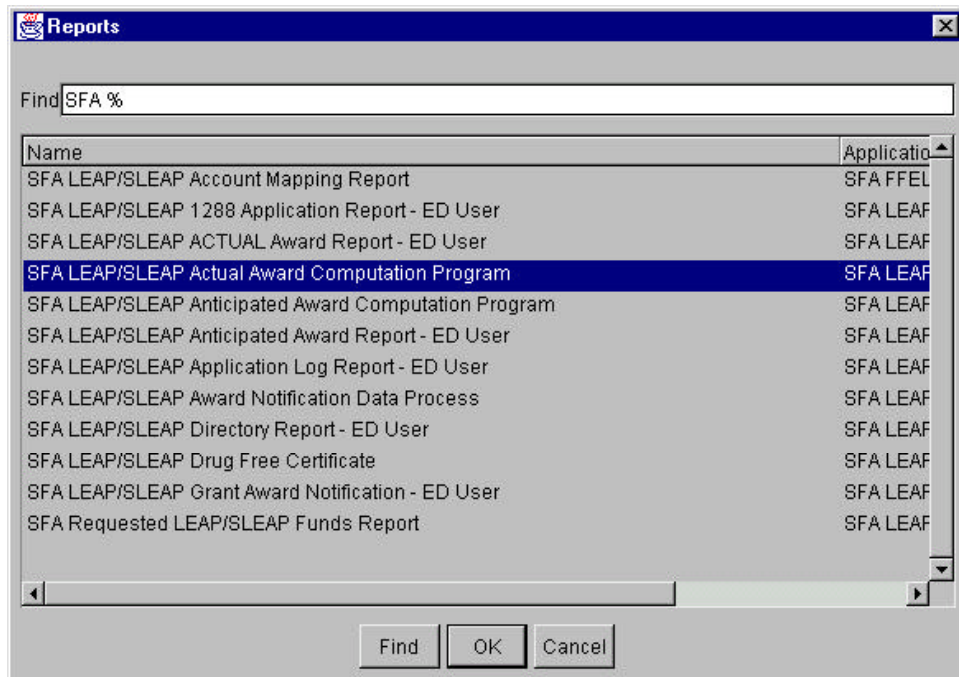7. **Double Click** SFA LEAP/SLEAP Actual Award Computation Program or **Single Click** the SFA LEAP/SLEAP Actual Award Computation Program and **Click** the [ OK ] Button at the lower center portion of the Reports Window. The Submit Request Window appears displaying information related to the selection.
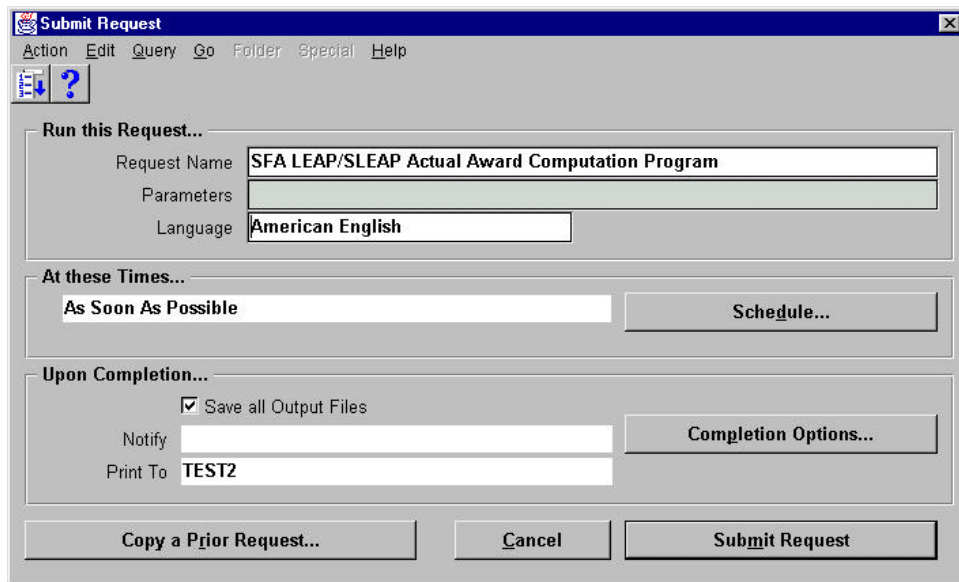


8. **Click** the [ Submit Request ] Button, in the lower right portion of the Submit Request Window. The Requests Window appears:

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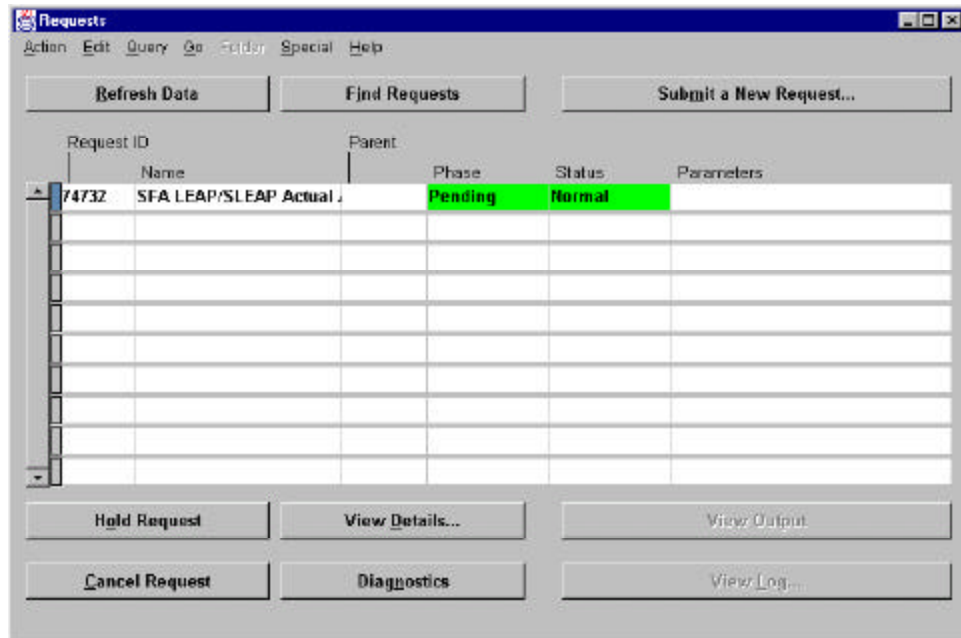
9. Under the **Phase** column you will see the word **Pending**. You must
   continue to **Click** the [Refresh Data] Button in the upper left portion of the
   above Requests Window until the word **Pending** Changes to the word
   **Completed**. After you see the word **Completed** under the **Phase**
   Column you will also see that the [View Output] Button is no longer grayed
   out.

**FYI:** The report can be reviewed online. The print button on the Toolbar
will only print what is displayed. To print an entire report, refer to the
Printing Forms and Reports procedures.

10. **Click** the [View Output] Button. The Report: request ID Window
    appears, displaying the selected report.

11. **Click** on the ☒ Button in the upper left portion of the Report: request ID Window. This will take you back to the Requests Window.

12. **Click** the ☒ Button in the Request Window. The Navigator Window returns.

**End of activity.**

**Start**

**Form Certification & Running Award Calculation Program-SFA LEAP Mgr**

- Sign on to FMS using SFA LEAP MANAGER responsibility. following Navigator Window appears: (1)
- Double Click +Others in Navigator Window or Single Click +Others & Click Button at lower right corner of Window. +Others menu expands to show Request, Profile, Concurrent, & Change Organization. (2)
- Double Click +Requests in Navigator Window or Single Click +Requests & Click Button at lower right corner of Window. Requests menu expands to show Run, View, & Set. (3)
- Double Click Run in Navigator Window or Single Click Run & Click Button at lower right corner of Window. Submit a New Request Window appears. (4)
- Click Button in lower right corner of Submit a New Request Window, following Submit Request Window appears: (5)
- Click List of Values (LOV) Button in upper left portion of Submit Request Window. Reports Window appears displaying possible report selections. (6)
- Double Click SFA LEAP/SLEAP Actual Award Computation Program or Single Click SFA LEAP/SLEAP Actual Award Computation Program & Click Button at lower center portion of Reports Window. Submit Request Window appears displaying info related to selection. (7)

**Form Certification & Running Award Calculation Program-SFA LEAP Mgr**

- Click Button, in lower right portion of Submit Request Window. Requests Window appears: (8)
- Under Phase column you will see word Pending. You must continue to Click Button in upper left portion of above Requests Window until word Pending Changes to word Completed. After you see word Completed under Phase Column you will also see that Button is no longer grayed out. (9)
- Click Button. Report: request ID Window appears, displaying selected report. (10)
- Click on Button in upper left portion of Report: request ID Window. This will take you back to Requests Window. (11)
- Click Button in Request Window. Navigator Window returns. (12)

**End**